

**The Commonwealth of Massachusetts  
EMPLOYEE PERFORMANCE REVIEW FORM**

Name:	Elisabeth O'Brien	Evaluation Year:	FY 2009
Agency:	Dept. of Public Health	Location/Unit:	SLI
Job Title:	Chemist III	Functional Title:	
Supervisor	Charles Salemi	Reviewer:	Julie Nassif

The employee and supervisor should consult their EPRS Guide for a full explanation of the purpose and the process of employee performance review.  
Detailed instructions for completing this form are presented in the EPRS Supervisors Guide.

**A Performance Planning: Employee and supervisor meet to plan the work for the year**

Discuss contributing role of employee in unit     Discuss and finalize the duties and criteria

**Primary Job Duties and Performance Criteria:** On the reverse side list the employee's primary job duties from the most current position description and the performance criteria which will be used to evaluate the employee's performance of these duties during the performance period. Copies of the reverse may be used if more space is needed.

Signature: \_\_\_\_\_

Employee/Date

Supervisor/Date

Reviewer/Date

Comments attached:  yes  no

yes  no

yes  no

**B Progress Review: Employee and supervisor meet to help the employee meet the criteria**

Discuss progress for each duty

Assign advisory rating for each duty

Assign advisory rating for overall performance

Progress Review Summary Rating: \_\_\_ Exceeds \_\_\_ Meets \_\_\_ Below

Supervisor's Comments:

Signature: \_\_\_\_\_

Employee/Date

Supervisor/Date

Reviewer/Date

Comments attached:  yes  no

yes  no

yes  no

**C Annual Review: Employee and supervisor meet to evaluate job performance**       Discuss job performance over whole year     

Rate performance for entire year for each duty       Rate overall performance for entire year       Formulate a Development Plan at the option of the employee-

Plan attached:  yes  no

Annual Review Summary Rating: \_\_\_ Exceeds \_\_\_ Meets \_\_\_ Below

Supervisor's Comments (explain ratings of unsatisfactory expectations, unanticipated contributions, areas of and unusual attendance pattern(s)):

Supervisor: \_\_\_\_\_  
signature/date

Employee:  agree  disagree with this evaluation.

Employee's comments:

Employee: \_\_\_\_\_  
signature/date

Reviewer's Determination: On the basis of my review I have determined that the employee's rating is:

\_\_\_ Exceeds \_\_\_ Meets \_\_\_ Below

Reviewer's comments:

Reviewer: \_\_\_\_\_  
signature/date

Employee:  agree  disagree with the reviewer's determination. Employee's final comments:

Employee's comments:

Employee: \_\_\_\_\_  
signature/date

Attendance: Number of days sick leave used

Number of days  
off the payroll

Number of days tardy

Primary Job Duties / Performance Criteria							
<b>Duty 1:</b>	Provides effective supervision of the Boston Drug Evidence Office						
<b>Performance Criteria: (Performance is successful if:)</b>							
<ul style="list-style-type: none"> <li>- All personnel in the evidence section handle samples and records in accordance with specified procedures</li> <li>- All incoming samples are numbered and weighed in accordance with specified procedures</li> <li>- All sample logs and records are properly maintained</li> <li>- Documents and notifies Laboratory Supervisor of errors in chain of custody procedures</li> </ul>							
<b>ACTUAL PERFORMANCE</b>							
Progress Review:	Exceeds	Meets	Below	Annual Review:	Exceeds	Meets	Below
<b>Progress Review Comments:</b>				<b>Annual Review Comments:</b>			
<b>Duty 2:</b>	Makes recommendations regarding resources, plans, and procedures						
<b>Performance Criteria: (Performance is successful if:)</b>							
<ul style="list-style-type: none"> <li>- The number and type of samples issued to the analysts is adjusted to reflect sample inventory</li> <li>- Meets regularly with the Laboratory Supervisor, and advises on status of samples</li> <li>- Oversees QA functions of the Evidence Office</li> <li>- Selects and presents to the Laboratory Supervisor completed samples for chemist's monthly QC auditing</li> </ul>							
<b>ACTUAL PERFORMANCE</b>							
Progress Review:	Exceeds	Meets	Below	Annual Review:	Exceeds	Meets	Below
<b>Progress Review Comments:</b>				<b>Annual Review Comments:</b>			
<b>Duty 3:</b>	Provides administrative supervision to the Evidence Office						
<b>Performance Criteria: (Performance is successful if:)</b>							
<ul style="list-style-type: none"> <li>- Adequate inventory of supplies is maintained</li> <li>- Provides EPRS of evidence office staff</li> <li>- Coordinates evidence office staff work schedule with Laboratory Supervisor</li> </ul>							
<b>ACTUAL PERFORMANCE</b>							
Progress Review:	Exceeds	Meets	Below	Annual Review:	Exceeds	Meets	Below
<b>Progress Review Comments:</b>				<b>Annual Review Comments:</b>			

<b>Duty 4:</b>	Effectively communicates with outside agencies (Courts, Police Depts, Informational inquiries)																	
<b>Performance Criteria: (Performance is successful if:)</b>																		
<ul style="list-style-type: none"> <li>- Information on current drug trends is maintained</li> <li>- Prepares information before contacting outside agencies</li> <li>- Discusses issues with subordinates before they contact outside agencies</li> <li>- Returns calls promptly</li> </ul>																		
<b>ACTUAL PERFORMANCE</b> Progress Review:    Exceeds              Meets              Below																		
Annual Review:    Exceeds              Meets              Below																		
<b>Progress Review Comments:</b>				<b>Annual Review Comments:</b>														
<b>Duty 5:</b>	When scheduling allows, performs analysis of routine samples for the enforcement of of the CSA																	
<b>Performance Criteria: (Performance is successful if:)</b>																		
<ul style="list-style-type: none"> <li>- Analyses are performed accurately and in a timely manner</li> <li>- Expert testimony is provided in court to support the accuracy of the analytical findings.</li> </ul>																		
<b>ACTUAL PERFORMANCE</b> Progress Review:    Exceeds              Meets              Below																		
Annual Review:    Exceeds              Meets              Below																		
<b>Progress Review Comments:</b>				<b>Annual Review Comments:</b>														
<b>Duty 6:</b>	Informs Laboratory Director of current laboratory proceedings																	
<b>Performance Criteria: (Performance is successful if:)</b>																		
<ul style="list-style-type: none"> <li>- Meets on at least a monthly basis to give detailed laboratory and sample status report</li> <li>- Routinely emails pertinent laboratory information</li> </ul>																		
<b>ACTUAL PERFORMANCE</b> Progress Review:    Exceeds              Meets              Below																		
Annual Review:    Exceeds              Meets              Below																		
<b>Progress Review Comments:</b>				<b>Annual Review Comments:</b>														